Health and Safety Requirements User Manual

Overview

The UNC Health and Safety Requirements web application (HSR) contains links to clinical assignment requirements and personal compliance records.

Accessing HSR

The HSR application is accessed via the following URL:
https://sonweb2003.nursing.unc.edu/its/apps/secure/hsr/index.cfm

Logging In and Out of HSR

Some portions of the application require a valid Onyen and Onyen password. To log in, enter your Onyen and Onyen password in the Login box, shown to the right. Press Login.

If you have a valid Onyen, Onyen password and are authorized to use the application, you will see a box similar to the box shown to the right. Your name and role within HSR will be shown, as well as the Logout button. Pressing the Logout button will end your session

To protect your confidential data and ensure non-authorized users cannot access HSR, logout of the application when you have completed your tasks. To log out of the system, press the Logout button. Closing *all* browser windows will also end your session, effectively logging you out of the system.

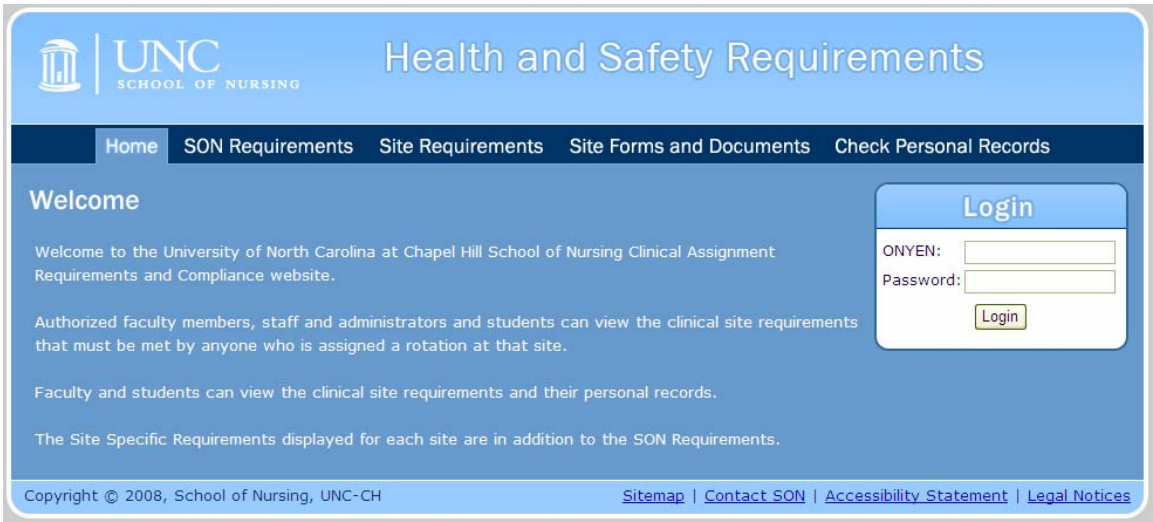
The Frequently Asked Questions section of this document contains a section with further information regarding error messages that may be generated while logging in or out.

Application Pages

Page titles denoted with an asterisk (*) require the user to be logged in for access

Home Page

This is the first page you'll see when you come to the site. It gives a basic overview of the site's purpose.


UNC SCHOOL OF NURSING
Health and Safety Requirements
Home
SON Requirements
Site Requirements
Site Forms and Documents
Check Personal Records
Welcome
Welcome to the University of North Carolina at Chapel Hill School of Nursing Clinical Assignment Requirements and Compliance website.
Authorized faculty members, staff and administrators and students can view the clinical site requirements that must be met by anyone who is assigned a rotation at that site.
Faculty and students can view the clinical site requirements and their personal records.
The Site Specific Requirements displayed for each site are in addition to the SON Requirements.
Login
ONYEN:
Password:
Login
Copyright © 2008, School of Nursing, UNC-CH
Sitemap | Contact SON | Accessibility Statement | Legal Notices

School of Nursing Requirements

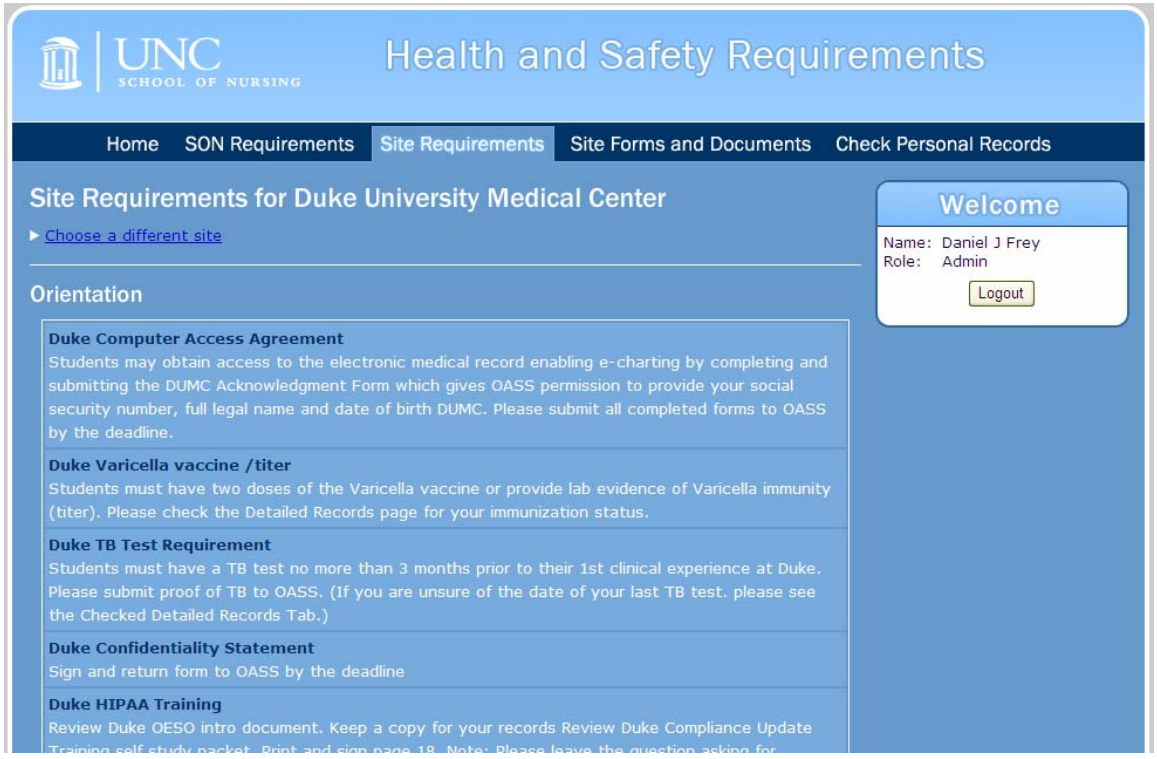
This page lists requirements specific to the UNC School of Nursing. To use this page, find your academic program at the top of the matrix. If a red checkbox appears in the row of a requirement, you are responsible to complete that requirement. Some requirement titles contain a link to a document or form that will assist in completing that requirement.

Site-Specific Requirements and Information *

This page consists of a drop-down menu containing every clinical site that has student requirements beyond those of UNC or the UNC School of Nursing. Select a site and click Submit to view the requirements. Click the link titled “Choose a different site” to return to the listing of clinical sites.

To specific requirements for a clinical site, choose the site from the drop-down

You will be presented with detailed information about the requirements for the selected clinical site


UNC SCHOOL OF NURSING
Health and Safety Requirements
Home
SON Requirements
Site Requirements
Site Forms and Documents
Check Personal Records
Site Requirements for Duke University Medical Center
Choose a different site
Welcome
Name: Daniel J Frey
Role: Admin
Logout
Orientation
Duke Computer Access Agreement
Students may obtain access to the electronic medical record enabling e-charting by completing and submitting the DUMC Acknowledgment Form which gives OASS permission to provide your social security number, full legal name and date of birth DUMC. Please submit all completed forms to OASS by the deadline.
Duke Varicella vaccine /titer
Students must have two doses of the Varicella vaccine or provide lab evidence of Varicella immunity (titer). Please check the Detailed Records page for your immunization status.
Duke TB Test Requirement
Students must have a TB test no more than 3 months prior to their 1st clinical experience at Duke. Please submit proof of TB to OASS. (If you are unsure of the date of your last TB test. please see the Checked Detailed Records Tab.)
Duke Confidentiality Statement
Sign and return form to OASS by the deadline
Duke HIPAA Training
Review Duke OESO intro document. Keep a copy for your records Review Duke Compliance Update

Site-Specific Forms and Documents *

This page contains a listing of all documents related to the requirements of clinical sites beyond those of UNC or the UNC School of Nursing. The documents are grouped by clinical site. The icon next to each link provides an indication of what kind of document it is.

Check Personal Records *

This page consists of a drop-down menu containing every clinical site associated with the UNC School of Nursing. Select a site and click Submit to view all of your site-specific, UNC School of Nursing and UNC requirements and the dates you've accomplished these requirements, if applicable. Requirements are grouped by clinical site, School of Nursing requirements, immunizations, and HIPPA and OSHA.

To check your personal records for a clinical site, choose the site from the drop-down

You will be presented with a listing of requirements and dates accomplished. Requirements that have been met will have the date of immunization, expiration date or the word "yes", otherwise the message "No Record" will be displayed.

Sitemap

This page contains links to all of the pages within the HSR application.

Contact SON

Phone numbers, email addresses and mailing addresses of key School of Nursing contacts are located here.

Frequently Asked Questions

Q: I'm getting an error when I try to log in or out. What does it mean?

A: There are several possible login errors. Here is a listing of each error and its meaning.

- **Error: Invalid password** – the Onyen password provided does not match the provided Onyen
- **Error: Onyen not found** – the Onyen provided is not a valid Onyen
- **Error: User is not authorized** – the Onyen provided does not have a matching record in the HSR database. This can occur if you are not a current School of Nursing student

- **Error: HSR database error** – an error occurred within the HSR database. If you receive this error, please contact technical support via email at sondb@unc.edu

You may encounter other error or informational messages while using the system.

- **Your session has expired** - If there is no activity within the application for 30 minutes, you will be automatically logged out
- **Error: Problem logging out** – This error may occur when you log out of the system. Please note that closing your web browser will also log you out of the system. If you receive this error, please contact technical support via email at sondb@unc.edu
- **You have been logged out** – This messages serves as a notice that you have successfully logged out of the system

Q: When I try to access some pages within the HSR application, I am sent to the homepage. Why does this happen?

A: Some pages in the application require you to log in in order to view them. Once you log in, you will be automatically redirected back to the page you tried to access.

Q: Will my session time out? If so, how long will my session last?

A: As long as you are actively using the HSR application, you will remain logged in and your session will not time out. After 20 minutes of inactivity, your session will end and you will be automatically logged out the next time you access a page in the application.

Q: Should I use a specific web browser to access the HSR application?

A: Any modern web browser will be able to access the HSR application. Some examples of modern browsers include Firefox, Internet Explorer 6.0 and newer versions, Apple Safari, and Opera. If you have problems viewing the HSR application in your web browser, please contact technical support via email at sondb@unc.edu.